



The Baltimore City Mayor's Office of Human Services is seeking dynamic, results driven, goal oriented individual to oversee and direct the Homeless Services Program (HSP). The incumbent will report to the Director of the Mayor's Office of Human Services (MOHS).

**Responsibilities of the position include but are not limited to:**

- Oversee the administration of the homeless services funding awarded to the City through state and federal sources including the application processes related to funders and subrecipients.
- Oversee the administration and strategic planning for local funds including allocation and planning processes.
- Ensure the role of Collaborative Applicant and the Homeless Management Information System lead for the Continuum of Care program, funded by the Department of Housing and Urban Development, is in compliance with the federal regulations and the local Continuum of Care Board governance charter.
- Oversee staff supporting the work of the Continuum of Care Board and its committees.
- Oversee and coordinate City funded shelters including partnerships and the connection to the Continuum of Care and long term planning for shelter needs in the City.
- Responsible for preparing grant proposals, including the U.S. Department of Housing and Urban Development's Continuum of Care (CoC) Program grant application.
- Review, approve and write complex narrative and statistical reports and memoranda; submit reports and memoranda to supervisor for review and approval.
- Lead the City response to issues related to homelessness including the mitigation of homeless encampments.
- Speak and testify before government councils and commissions; non-profit providers on federal, state and local regulations; business and community groups on programs and projects; inform these groups on city practices and limited resources.
- Review, interpret and recommend new, revised or amended departmental policies, practices, and procedures to ensure program efficiency and compliance with City, State and Federal laws and regulations.
- Prepare and administer program budgets, develop budget recommendations and monitor expenditures.
- Maintain professional knowledge through such means as attending seminars, conferences, reviewing professional publications and participating in professional organizations.
- Hire, fire, promote, evaluate the performance of, and train staff.
- Perform other related duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of the principles, practices and procedures of business and public administration.
- Knowledge of administrative practices and methods, including but not limited to human services program administration, planning and budgeting.
- Knowledge of standard office management methods.
- Knowledge of organizational structure, staffing patterns and administrative controls.
- Ability to communicate effectively, both orally and in writing; ability to present recommendations clearly and concisely.
- Ability to establish and maintain effective working relationships with City officials, State and Federal officials, department managers, and community, business and related public groups.
- Ability to research and write complex narrative and statistical reports.
- Ability to maintain confidentiality of sensitive information.
- Ability to plan, organize and direct the work of others; ability to supervise and support staff.
- Ability to exercise judgment and discretion in applying and interpreting departmental policies, laws, rules, regulations and procedures; ability to develop and install program procedures.
- Ability to communicate effectively and speak and testify effectively before government and legal bodies, commissions, community and business groups.

This is a full time non-civil service position with a comprehensive benefits package. Those considered for employment must authorize release of a criminal background check from the Maryland State Police.

**Education and Experience Requirements:**

Master's degree in Business Administration, Public Administration, Management, Law or related field from an accredited college or university plus 6 years of senior management, policy-driven operational responsibilities including 3 years of experience managing homogenous functions through subordinate supervisors is required.

Equivalencies: An equivalent combination of education and experience.

**Salary commensurate with experience. Applicants MUST include salary requirements.**

**To Apply:** Please forward resumes by regular mail or e-mail to Ms. Susan Olubi, Dir. of Admin. Services, Mayor's Office of Human Services, 7 E. Redwood Street, 5<sup>th</sup> Floor, Baltimore MD 21202; [Susan.Olubi@baltimorecity.gov](mailto:Susan.Olubi@baltimorecity.gov).

**No facsimiles accepted. Applications will be received on a continuous basis until filled.**

**Baltimore City is an Equal Opportunity Employer**